



Summer Village of Sunrise Beach Council Policy

Number	Title			
C-ENV-CUL-1	Culvert Policy			
Approval	Originally Approved		Last Revised	
(CAO initials)	Resolution No:	145-20	Resolution No:	
	Date:	Sept 22, 2020	Date:	

Purpose

To establish the responsibility and size for culverts in the Summer Village. The Summer Village of Sunrise Beach requires proper and adequate drainage throughout the ditching system in the Summer Village. Each residential driveway is required to have a proper culvert installed to aid in the removal of water away from their property.

Policy Statement

The Summer Village of Sunrise Beach recognizes the need to establish a culvert policy as culverts are an integral part of the Summer Village storm sewer system

Responsibility

No person shall obstruct any drainage ditch or impede the flow of water within the Summer Village of Sunrise Beach.

No person shall install any culvert within the Summer Village of Sunrise Beach without authorization of the municipality.

Culverts for new property access are the responsibility of the property owner. Installation must be undertaken by an experienced contractor and authorized.

Replacement culverts are the responsibility of the property owner unless damaged by the Summer Village or as part of a Summer Village-initiated project. Installation must be undertaken by an experienced contractor.

Culvert Size and Installation

All driveways into residential properties shall have a culvert of 12" (300mm) in diameter and shall be 20' (6m) in length excepting those streets designated as main drainage routes where culvert sizes and lengths are to be determined by the municipality.



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Culvert Bedding

Place minimum of 150 mm thick layer of compacted granular material on bottom of excavation. Place material in uniform layers not exceeding 150 mm thickness, and compact each layer with mechanical compaction equipment.

Any soft and yielding or other unsuitable material below this level shall be removed to the depth directed by the Summer Village and backfilled with the approved granular material.

Granular material shall be compacted to density not less than 98% of Standard Proctor Density in accordance with ASTM D698 (Method C or D). Granular material shall be moisture conditioned by drying or by adding water, to obtain in-place moisture content between optimum and minus two percent of the specified optimum moisture content.

The base of the culverts installed along main water courses or through yielding areas shall consist of gravel bedding compacted to the excavated depth and extending over a width of three (3) times the diameter of the pipe. The depth of this base shall be not less than 300 mm. An impervious compacted bedding material shall be provided for minimum length of 3 m or 3 (three) times the diameter of the pipe, whichever is greater, at the inlet end and outlet end of the culvert to achieve a seal against seepage. Rip rap placement at each bed to be directed by the Summer Village.

Do not backfill until pipe grade and alignment are checked and accepted by the Summer Village.

Installation must be at the direction of the Summer Village so as to retain proper grade level and drainage and is to be undertaken by an experienced contractor on behalf of the resident. An approach Installation Application must be completed and is attached as Schedule "A".

Policy Notes

Requests for the purchase of culverts, replacement culverts and/or culverts for additional approaches or extensions to existing approaches must be made in writing to Council and will be authorized at Council's discretion.

Requests for the Municipality to cost-share in ditching/drainage work and/or the installation of a culvert must be made in writing to Council and will be authorized at Council's discretion.

Revisions:

Resolution Number	MM/DD/YY



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Proposed Approach Location			
Plan	Block	Lot	Municipal Address
Applicant/Landowner Information			
Applicant Name: _____		Registered Owner Name(s) if different from Applicant: _____	
Mailing Address: _____		Mailing Address: _____	
City, Province _____		City Province: _____	
Postal Code _____		Postal Code: _____	
Phone : _____ Cell _____		Phone: _____ Cell: _____	
Email: _____		Email: _____	
Reason for Changing Existing Approach or Request			
_____ _____ _____ _____ _____ _____ _____ _____			
_____ <input type="checkbox"/> New Approach <input type="checkbox"/> Existing Approach			
Authorization			
I hereby make application to construct an approach in accordance with the plan, and at the location shown on the sketch plan on the reverse of this form.			
_____ Date of Application		_____ Signature of Applicant	
For Summer Village Use Only – Application Approval			
Application Number: _____			
_____ Date of Approval	_____ Name of SV Of Sunrise Beach Representative		_____ Signature
Special Provisions: _____ _____ _____			
Final Inspection Accepted:			
_____ Date of Approval	_____ Name of SV Of Sunrise Beach Representative		_____ Signature